

VOLUNTARY SEPARATION PROGRAM (VSP)

BUSINESS JUSTIFICATION

Tennessee Board of Probation and Parole

I. Executive Summary

Tennessee Board of Probation and Parole has identified the following groups for participation in the Voluntary Separation Program (VSP):

The Probation and Parole Officer 1 and Probation and Parole Officer 2 [hereinafter collectively referred to as “PPO”] positions are statewide classifications that provide offender supervision. We intend to offer the Voluntary Separation Program to staff in a total of forty (40) positions statewide. The Board has eight (8) districts.

The Board did not include any positions funded using offender supervision fee dollars in the VSP eligibility pool since these are not funded by state appropriations. The Board did not include any positions funded as part of the Jessica’s Law appropriation because the program was shifted from recurring dollars to non-recurring dollars in the budget. Two positions assigned to the U.S. Marshal’s Fugitive Task Force were not included in the eligibility pool because no other staff could absorb those specific duties. Staff assigned to the GPS Operations Center, which is staffed 24 hours every day of the year were not included in the eligibility pool because the shift schedule is set for continuous monitoring and officer staff could not absorb the specific monitoring duties. Finally, the Board did not include some PPO positions with specific job duties, such as Institutional Probation/Parole Officers or Work Project Coordinators (the technical job titles are PPO; however the working titles differ to distinguish responsibilities) because these duties could not be assumed by any other positions and are assigned to specific work sites (prisons or jails and district offices for Work Project Coordinators).

The approximate current statewide average offender caseload per PPO is 92 offenders. The VSP offer will increase the statewide average caseload to 100 offenders per PPO.

In addition to the eligible staff in the forty (40) PPO positions to be offered the VSP, the following eighteen (18) positions will also be included in the offer:

East Tennessee Human Resource Technicians – A total of two positions, one in Knox County and one in Hamilton County. These positions were newly created to support an increase in Probation/Parole Officer positions outside of Central Office. Since we are now reducing Probation/Parole Officers in the field, the work will be redistributed to Central Office HR staff.

Field Services Data Entry Operators – A total of three positions, one each in Shelby, Davidson and Madison Counties. Due to the increase of laptops provided to field staff, data entry tasks are increasingly performed by the Probation/Parole Officers, eliminating the need for these Data Entry Operator positions.

Middle Tennessee Information Resource Support Specialist 3 – A total of one position in middle Tennessee. The Board currently has two eligible positions in middle Tennessee. Because of Rutherford County’s geographical proximity to Central Office, the Rutherford County duties may be absorbed by the Central Office position.

Program Monitor 2 – A total of one position in Shelby County. This position was acquired by the Board as a result of decentralization in the Department of Finance and Administration. This is the sole position in this job classification. There is no logical reason for this position to be located in Shelby County since it is supervised from Central Office. The job duties can be re-absorbed by the program specialist in Central Office.

Field Services Secretarial Positions – A total of four positions; one each in Shelby, Knox, Maury and Madison Counties. These positions are located in the districts that have low administrative support to staff ratio, and their duties can be absorbed by other administrative staff.

West Tennessee Training Officers - A total of one position in west Tennessee; there are five positions statewide. The technical title for these positions is PPO 3; however the working title is Training Officer to distinguish between daily duties. There are two of these positions in west Tennessee, one in Shelby County and one in Madison County. Because of geographical proximity, one position can be absorbed to serve the training needs of west Tennessee.

Information Systems Consultant – A total of one position in Montgomery County. This is the sole position for this classification in the agency. Job duties include computer related training and help desk activities that can be absorbed by Information Systems staff in Central Office.

Central Office Statistical Analyst 3 – A total of one position in Davidson County. This is the sole position for this classification in this agency. The duties of this position can be redistributed within the Division of Policy, Planning and Research.

Central Office Administrative Secretaries – A total of two positions in Central Office. Duties will be absorbed by other staff in the respective divisions.

Central Office Account Clerk – A total of one position in Central Office. Duties will be absorbed by the three remaining account clerks.

District 3 Probation Parole Manager 2 – A total of one position in the Chattanooga area. There are currently two Probation/Parole Manager 2 positions in District 3. The duties of one PPM2 position will be absorbed by other staff members in the area.

II. Business Justification and Assessment

The Board of Probation and Parole chose the PPO positions for reduction for the following reasons:

District 1 – A total of three (3) positions. These positions are located in the Blountville office in Sullivan County. The approximate caseload after VSP implementation will be 99.03 offenders per remaining PPO in District 1.

District 2 – A total of two (2) positions. These positions are located in the Morristown office in Hamblen County. The approximate caseload after VSP implementation will be 99.75 offenders per remaining PPO in District 2.

District 3 – A total of seven (7) positions. One (1) position is located in the Cleveland office in Bradley County. Four (4) positions are in the Cookeville office in Putnam County. Two (2) positions are located in the McMinnville office in Warren County. The approximate caseload after VSR implementation will be 100.38 offenders per remaining PPO in District 3.

District 4 – A total of seven (7) positions. All of these positions are located in Davidson County. The approximate caseload after VSP implementation will be 99.71 offenders per remaining PPO in District 4.

District 5 – A total of five (5) positions. Two (2) positions are located in the Tullahoma office in Coffee County. One (1) position is located in the Lawrenceburg office in Lawrence County. Two (2) positions are located in the Franklin office in Williamson County. The approximate caseload after VSP implementation will be 100.47 offenders per remaining PPO in District 5.

District 6 – No positions. This district currently has an approximate caseload of 102.7 offenders per PPO. Since District 6 is currently above average in offender caseload, removing a position would significantly increase the average caseload per PPO.

District 7 – A total of eleven (11) positions. All of these positions are located in Shelby County. The approximate caseload after VSP implementation will be 99.91 offenders per remaining PPO in District 7.

District 8 – A total of five (5) positions. These positions are located in the Clarksville office in Montgomery County. The approximate caseload after VSP implementation will be 97.67 offenders per remaining PPO in District 8.

East Tennessee Human Resource Technicians – A total of two positions; one in Knox County and one in Hamilton County. There are three HR Techs located in field offices outside of Central Office -- Knox, Hamilton and Shelby County. Only two individuals filling these positions are eligible for VSP. These positions were newly created to support an increase in Probation/Parole Officer positions outside of Central Office. Since we are now reducing Probation/Parole Officers in the field, the work will be redistributed to Central Office HR staff.

Field Services Data Entry Operators – A total of three positions; one each in Shelby, Davidson and Madison Counties. Since 2006, the agency has implemented a plan to issue a laptop to every officer. A significant number of officers now perform data entry tasks in the field, eliminating the need for these Data Entry Operator positions.

Middle Tennessee Information Resource Support Specialist 3 – A total of one position in middle Tennessee. The Board currently has four positions in middle Tennessee. Of these four positions, two are on probation and two are eligible for the VSP (Davidson/Rutherford). Because of geographical proximity to Central Office and office space limitations in Rutherford County, the Rutherford County duties may be absorbed by the Central Office position.

Program Monitor 2 – A total of one position in Shelby County. The Board as a result of decentralization in the Department of Finance and Administration acquired this position. This is the sole position in this job classification. There is no logical reason for this position to be located in Shelby County since it is supervised from Central Office. The job duties can be re-absorbed by the program specialist in Central Office who coordinates program monitoring throughout the state.

Field Services Secretarial Positions – A total of four positions; one each located in Shelby, Maury, Knox and Madison Counties. These positions are located in the districts that have low administrative support to staff ratio, and their duties can be absorbed by other administrative staff.

In Shelby County, the remaining secretarial staff will absorb one of eleven (11) positions in Shelby County.

In the Middle Tennessee South District, Maury County had three secretarial positions, whereas other counties in the district had fewer available positions. In the other counties, reduction of secretarial positions would leave insufficient back-up coverage.

In the East Tennessee District, Knox County had five secretarial positions, whereas other counties in the district had fewer available positions. In the other counties, reduction of secretarial positions would leave insufficient back-up coverage.

In the West Tennessee District, no county had more than two secretarial positions. However, Madison County has an administrative secretary who can provide back-up coverage.

West Tennessee Training Officers - A total of one position in West Tennessee. There are five positions statewide. The technical title for these positions is PPO 3; however the working title is Training Officer to distinguish between daily duties. Two of these positions in west Tennessee (the one in Shelby County and the one in Madison County), are in close geographical proximity. Training needs in west Tennessee can be served by eliminating one of the positions in either county.

Information Systems Consultant – A total of one position in Montgomery County. This is the sole position for this classification in the agency. Job duties include computer related training and help desk activities that can be absorbed by Information Systems staff in Central Office.

Central Office Statistical Analyst 3 – A total of one position in Davidson County. This is the sole position for this classification in this agency. The duties of this position can be redistributed within the Division of Policy, Planning and Research.

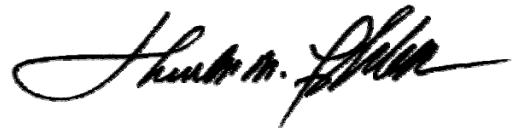
Central Office Administrative Secretaries – A total of two positions in Central Office. Other administrative staff in Central Office will absorb duties.

Central Office Account Clerk – A total of one position in Central Office. Three of the four account clerks in Central Office are eligible. Other staff members in the same classification will absorb duties.

District 3 Probation Parole Manager 2 – A total of one position in the Chattanooga area. There are currently two Probation/Parole Manager 2 positions in District 3. This is the only district that contains two Probation Parole Manager 2 positions. Each of the other districts has one PPM2 position. The duties of one of the PPM2 positions in District 3 will be absorbed by other staff members.

III. Information for F & A Budget

Respectfully submitted,



Appointing Authority

May 28, 2008

Date